

**BY ORDER OF THE  
SUPERINTENDENT**



**AIR FORCE INSTRUCTION 31-501  
2 MAY 1994**

**HQ UNITED STATES AIR FORCE ACADEMY  
Supplement 1**

**19 May 1998**

**Security**

**PERSONNEL SECURITY PROGRAM MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 SFS/SFAI  
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**\*2.1 (USAFA).** All PSIs will be submitted utilizing the Electronic Personnel Security Questionnaire (EPSQ). Unit commanders and staff agency chiefs will ensure security managers have access to personal computers to process the EPSQ.

**\*2.1.2 (USAFA).** All cadets require a NAC which is initiated within 90 days after transition week. The Security Forces Information Security Section (10 SFS/SFAI) provides basic trainees with the necessary forms prior to their arrival at USAFA as part of the registration process. 10 SFS/SFAI will contact each basic trainee during Transition Week, scheduled by squadrons through Cadet Scheduling (34 LS/LGPC), for all required corrections and additional information. Basic trainees who have not completed their EPSQ at that time will be given a **Security Clearance Information Request** with a copy sent to their Military Training Advisor (MTA). A suspense date will be given (usually 10-20 days, depending on the information needed). MTAs will ensure that the EPSQ is properly completed and validated. If the EPSQ is not provided to 10 SFS/SFAI by the suspense date, the Commander, 34th Training Group (34 TRG/CC), or designee will be notified.

**\*2.2 (USAFA).** Unit commanders and staff agency chiefs are responsible for ensuring those personnel identified as requiring a periodic reinvestigation on the local ASCAS roster are notified of the requirement immediately. Once a valid requirement appears on the ASCAS roster, the security manager will suspense the subject to complete the reinvestigation.

**2.2.1 (Added-USAFA).** For the purpose of this instruction, the term commander and air officer commanding (AOC) are synonymous.

**2.5 (Added-USAFA). Fingerprinting Procedures.** All fingerprints for the purpose of requesting a security clearance (except for packets sent to cadet appointees) will be done by 10 SFS/SFAI. Fingerprinting may also be done for the following personnel at the times indicated below:

**2.5.1 (Added-USAFA).** Active-duty personnel and cadets submitting PSIs must have a scheduled appointment with 10 SFS/SFAI. Appointments are normally scheduled during the afternoon, Tuesdays through Fridays.

**2.5.2 (Added-USAFA).** The following categories of personnel may get fingerprints on a walk-in basis on Mondays, 0800-1100 and 1300-1500:

**2.5.2.1 (Added-USAFA).** Civilian employees (to include DoD, AAFES, all on-site contractors, etc.) for base employment purposes only.

**2.5.2.2 (Added-USAFA).** Family members of active-duty personnel will be fingerprinted on a case-by-case basis.

**2.5.2.3 (Added-USAFA).** Retirees and spouses applying for federal employment, state teaching certificates, naturalization, or employment as a child care provider.

**2.5.2.4 (Added-USAFA).** Civil Air Patrol applicants.

**2.5.3 (Added-USAFA).** NAF and contract medical personnel will be processed on a walk-in basis between 0800 and 1100, Tuesdays through Fridays. Fingerprints will be taken, and the EPSQ Standard Form 85P will be reviewed for completeness.

**NOTE:** When Mondays are holidays, fingerprints will be done on the first duty day of the week.

**\*3.3.5 (USAFA).** The following positions are authorized to approve one-time access to a higher level of classified material than the security eligibility for the personnel indicated:

**3.3.5.1 (Added-USAFA).** 34th Training Wing Commander (34 TRW/CC) for all 34 TRW personnel.

**3.3.5.2 (Added-USAFA).** HQ USAFA/CC for all other DoD tenant units or agencies and command staff agencies.

**3.3.5.3 (Added-USAFA).** Request one-time access by submitting AF Form 2583 through the unit commander or staff agency chief to the appropriate approval authority indicated above.

**\*3.4.2 (USAFA).** Outbound Assignments (10 MSS/DPMAR) and Career Counseling and Assignments (HQ USAFA/DPYC) will advise the individual's unit of the requirement for access to SCI by annotating their memorandum of clearance request. SCI interviews will be conducted by 10 SFS/SFAI.

**3.5 (USAFA).** For the purpose of this instruction, the term installation commander refers to the 10 ABW/CC.

**\*5.1 (Added-USAFA).** Unit security managers will provide 10 SFS/SFAI a copy of PCS, discharge, or separation orders for those personnel with an active PSI on file.

**\*5.1.5 (Added-USAFA).** Appointments are required for the submission of PSIs. The unit security manager/MTA must ensure all required documents are properly completed prior to the appointment. All appointments must be scheduled or canceled by the primary or alternate security manager or the unit commander. The MTA or AOC will schedule for cadets. Appointments can be scheduled by contacting 10 SFS/SFAI.

**\*5.2 (USAFA).** Unit commanders and security managers (including tenant units) may initiate AF Form 2583 to request security clearance action or PSIs on personnel under their control. AF Form 2583 is not required for cadets or cadet candidates when requesting an NAC to meet

investigative requirements for enrollment and initial security clearances. Subsequent requests for PSIs and clearance actions on cadets will require submission of an AF Form 2583 to 10 SFS/SFAI through their MTA.

**5.2.1 (USAFA).** The Chief, HQ USAFA/DPYC, may request appropriate clearance actions through 10 SFS/SFAI for cadets when required for PCS assignments.

**\*5.2.2 (USAFA).** Security managers for HQ USAFA/DF departments are authorized to request PSIs for cadets they sponsor for summer research assignments. After completion of all required forms, cadets must schedule an appointment through a HQ USAFA/DF security manager, who will verify the EPSQ information and schedule an appointment with 10 SFS/SFAI to complete other necessary actions.

**5.2.3 (USAFA).** Security clearance packets for summer research programs must be submitted and completed through 10 SFS/SFAI before the beginning of Christmas break.

**\*7.2.2 (USAFA).** Security Managers should be provided a copy of their unit's ASCAS roster, at least monthly, by their orderly room or PCIII manager. The Civilian Personnel Flight (10 MSS/DPC) will track the Air Force Civilian ASCAS Roster for errors, corrections, etc., and initiate tracers to recertify previous clearances on Air Force civilian personnel.

**\*7.5.5 (USAFA).** Unit commanders and staff agency chiefs must ensure all incoming or newly assigned civilian personnel requiring a security clearance have the appropriate favorable personnel security investigation. Suitability determinations must be made before appointment of civilian employees whose clearance is in a "restricted status."

**8.1 (USAFA).** The Vice Superintendent (HQ USAFA/CV); 10 ABW/CC; Chief, Security Forces (10 SFS/SF); and 10 SFS/SFAI are authorized to request and receive investigative data or any other type of information which should be considered for establishment of a Security Information File (SIF).

**8.1.1 (USAFA).** Procedures for establishing an SIF on cadets are contained in Attachment 6 (Added-USAFA) of this supplement.

**8.1.2 (USAFA).** USAFA commanders and staff agency chiefs should also refer to DoD 5200.2R, Appendix I, for additional disqualifying and mitigating factors when considering establishment of an SIF.

**\*8.4.2 (USAFA).** Unit commanders and staff agency chiefs must submit their recommendation to the Chief, 10 SFS/SF for concurrence.

**\*8.4.5 (Added-USAFA).** The SIF custodian will notify the 10 ABW/CC, as directed in AFH 31-502, Figure 1-8.

**\*8.5.1 (Added-USAFA).** The 10 ABW/JA will provide a copy of the summary of disciplinary action report to 10 SFS/SFAI every 2 weeks.

**\*8.6.1 (Added-USAFA).** Security Managers/MTAs must contact the SIF custodian every 60 days to provide updates to the appropriate file. This will be done, in writing, and incorporated into the SIF file.

**\*8.6.2 (Added-USAFA).** All SIF paperwork will be hand-carried to the 10 SFS/SFAI by the primary or alternate security manager, MTA, AOC, or the unit commander.

GARY R. McCURDY, Colonel, USAF  
Chief, Security Forces

## **Attachment 1 (Added-USAFA)**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### ***Abbreviations and Acronyms***

EPSQ - Electronic Personnel security Questionnaire

MTA - Military Training Advisor

AOC - Air Officer Commanding

SIF - Security Information File

## **Attachment 6 (Added-USAFA)**

### **PROCEDURES FOR ESTABLISHING SECURITY INFORMATION FILES ON CADETS:**

**A6.1.** A cadet's access to classified information will be administratively suspended immediately by the AOC upon notification of involvement in any incident which puts the cadet's loyalty or trustworthiness in question, especially those types of incidents identified in Chapter 8 of this AFI and DoD 5200.2R.

**A6.2.** The Group AOC, Deputy Group AOC, or Group Superintendent is responsible for notifying 10 SFS/SFAI of incidents which have not already been reported through police channels.

**A6.3.** Establishment of an SIF is critical if the cadet is disenrolled based upon any types of incidents indicated above, especially if the cadet could serve in the enlisted ranks.

**A6.4.** After notification of an alleged incident involving cadet personnel, 10 SFS/SFAI will send a memorandum, along with all available information on the alleged incident, to the Group AOC/Deputy Group AOC requesting whether or not to establish an SIF. The Group AOC/Deputy Group AOC will indorse the memorandum to

10 SFS/SFAI indicating the determination made.

**A6.5.** When an SIF is required, 10 SFS/SFAI will process the SIF per internal procedures.

**A6.6.** When a group commander determines an SIF is not required, the indorsement must include rationale for this decision.

**A6.7.** All determinations will be reviewed by 10 SFS/SF. Disagreements will be reviewed first by 34 TRW/CC. If the disagreement still exists, it will be resolved by HQ USAFA/CV.

**A6.8.** If the commander elects to delay establishment of the SIF, as described in paragraph 8.4 of this AFI, a memorandum will be sent after 45 days asking if an SIF is required.